

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Procurement, Logistics Planning and Control

Title	Compile procurement guidelines
Code	106504L4
Range	This unit of competency is applicable to the procurement departments of corporations of Manufacturing Technology Industry. Practitioners should be capable to compile suitable procurement guidelines in accordance with the demands on all kinds of materials of the corporation
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of compiling procurement guidelines</p> <ul style="list-style-type: none"> • Understand relevant legal requirements of the operating regions • Recognise the latest technology which can be applied on the procurement, such as all kinds of e-procurement system • Understand the commonly used procurement methods and procedures of the industry • Understanding the needs and procurement cycle of the material and equipment of the corporation • Understand the procurement knowledge and principles • Understand the capacity of the warehouse <p>2. Compile procurement guidelines</p> <ul style="list-style-type: none"> • Review the demand and using conditions of all kinds of materials • Review supplier's capabilities, including delivery, quality, service and price • Analyse the effectiveness of the corporate existing procurement procedures and continuously improve it, such as the impact of the existing procedures on the operation, the suppliers management methods, procurement guidelines, application of new technology in the procurement • Integrate the suppliers capacity and the corporate demand, develop procurement guidelines and ensure that all relevant staff are aware of the instruction content and select the appropriate procurement method • Review the possibility of application of electronic procurement systems and make recommendations to all levels of management <p>3. Professional handling of compiling procurement guidelines</p> <ul style="list-style-type: none"> • Prevent any abuse or corruption during compiling procurement guidelines
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to identify the demands on materials and suppliers comprehensive ability, develop relevant procurement guidelines, ensure that all relevant staff are aware of the instruction content and select the appropriate procurement method
Remark	